

Internships Available for Academic Spring Semester 2022

Track #	Track Title:	Division/ Institution	Location	Track Summary
013	Research and Planning	Research	Concord	Work with research staff to collect, code, analyze and package data on the inmate population.
031	Recruitment and Out Reach	Division of Human Resources	Milford	Assist in recruitment and outreach.
049	Classification, Treatment, & Reentry	NECC	Concord	Assisting with assigned duties.
055	Information Technology	Division of Staff Development	Milford	Research information to create E-Learning course content, graphics and learning activities.
059	Diversity & Equal Opportunity	Office of Diversity	Milford	Assist in various Office of Diversity initiatives.
063	Victim Services	Victim Services Unit	Milford	Assist in Notification and Support Services for Victims of Incarcerated Individuals Within MA DOC.
066	Classification, Treatment, & Reentry	MCI-Shirley	Shirley	Classification, Reentry, Programming, Records.
075	Treatment & Programs	Old Colony Correctional Center	Bridgewater	Assist with such tasks as the handling of inmate correspondences.
078	Classification, Treatment, & Reentry	MCI-Norfolk	Norfolk	Handling Re-entry and Classification department Procedures.
081	Special Programs	DOC Headquarters	Milford	To ensure program integrity for newly developed programs such as a young fathers unit.
082	Library Intern	Bridgewater State Hospital	Bridgewater	Fluctuate and may include working in the library, case print outs of legal work, cataloguing books and movies, assisting the Head Librarian.
083	Data Analytics Intern	Data Analytics	Milford	Research and develop standards for data visualization and reporting that align with best practices
V	Virtual	Office of Diversity	Zoom	In-depth overview of the Department of Correction institutions, divisions, and programs.
<ul style="list-style-type: none"> • Please refer mass.gov/doc for more detailed track summaries and program information 				

Department Of Correction**Official Title:** Student Intern**Position Type:** Internship**Posting ID #:** 013**INTERNSHIP INFORMATION****Salary:** Unpaid**Number of Vacancies:** 1**Location:** MCI-Concord, SFU
Building, Concord, MA**Internship Track:** Strategic Research
and Planning**Hours/Schedule:** 20 hours/week
minimum**Duration:**
Spring Semester

Position Description: Conduct research and analysis relevant to prison population or related topics of interest to the Department. Conduct a literature review of best practices on a specific topic. Review a policy change and conduct an analysis of its impact on the Department and the larger criminal justice system. Work with research staff to collect, code, analyze and package data on the inmate population. Respond to external/internal information requests on the inmate population and generate any necessary descriptive analysis in response.

Responsibilities/Major Duties: Compile and review relevant literature on a research topic and summarize information in a document; utilize SPSS, Excel, MS Word, and other relevant software to prepare reports and compile aggregate data on a research topic; assist staff with generating and packaging information into reports.

Preferred Qualifications: Interest in criminal justice research and issues affecting prisons, strong verbal and writing skills, good analytical skills, enjoy working with numbers and preparing reports that summarize information, strong teamwork and communication skills.

How to apply:
Mail Internship Application to:

Julia Perez
Office of Diversity & Equal Opportunity
50 Maple Street, Milford, MA 01757
Phone: (508) 422-3648
Fax: (508) 422-3624
julia.perez@doc.state.ma.us

Agency Web Address: <http://www.mass.gov/doc>

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Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship
Undergraduate**

Posting ID #: **031**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **Division of Human
Resources, Milford, MA**

Internship Track: **Human
Resources/Recruitment**

Hours/Schedule: **8-5pm (Flexible)**

Duration:
Full Semester

Position Description: Work in HR specifically with the office of Recruitment and Outreach

Responsibilities/Major Duties: Work with Recruitment Manager on marketing, outreach, social media programs and new initiatives. Create and maintain corresponding databases.

Preferred Qualifications: Business, CJ focused minded individuals

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Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship
Undergraduate**

Posting ID #: **049**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **NECC, Concord, MA**

Internship Track: **Classification,
Treatment & Reentry**

Hours/Schedule: **Flexible**

Duration:
Full Semester

Position Description: **Work with/shadow work release CPOs**

Responsibilities/Major Duties: **Track spot checks, orientation of new inmates to the work release program, copy and distribute community release permits, schedule inmates for work, make telephone calls to employers to coordinate schedules, visit work release sites to ensure employers and inmates are following work release policy and procedure, coordinate with Shift Commander and transportation staff to facilitate transportation to work release sites, file employer agreement forms, other duties as assigned.**

Preferred Qualifications: **Major in Criminal Justice/Sociology/Psychology**

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Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship
Undergraduate**

Posting ID #: **055**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **Milford Headquarters,
Milford, MA**

Internship Track: **Division of Staff
Development**

Hours/Schedule: **Part-Time**

Duration:
Full Semester

Position Description: This track is designed to provide an intern with direct experience in developing E-Learning courses. The intern will work with E-Learning developers and subject matter experts to develop E-Learning using a consistent curriculum design model. Interns will be using proven e-design software, Adobe Captivate and the EOPSS E-Learning portal to publish a well-designed E-Learning project that includes graphics, audio, quizzes and interactive learning, taking a project from conception to completion.

Responsibilities/Major Duties: Develop E-Learning courses using a curriculum design model, contemporary software and research information to create E-Learning course content, graphics and learning activities that will enhance the E-Learning experience.

Preferred Qualifications: Intern applicants must have related academic background: Communications, Computer Graphic Design, Computer Graphic Web Design or Computer Science. Applicant should be conscientious and detail-oriented. It is preferred that the applicant for this position be comfortable with Adobe Captivate and Adobe Fireworks or be able to learn quickly. Lastly, the applicant should possess excellent Microsoft PowerPoint skills, interpersonal skills, understands working with confidential information, has proven graphics skills and enjoys working in a team environment.

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Department Of Correction

INTERNSHIP INFORMATION

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **#059**

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **Office of Diversity,
Milford Headquarters**

Internship Track: **Diversity, Equal
Access & Inclusion**

Hours/Schedule: **Flexible**

Duration: **Full Semester**

Position Description: The selected student will be exposed to various areas of the Department of Correction and the functions of the Office of Diversity & Equal Opportunity relating to employment and diversity objectives, Internship and Job Shadow Program management, and employee based programs such as Mediation and Mentoring. The student will be given the opportunity to work independently on small projects/tasks and also be part of larger working groups, assisting in or observing events with external stakeholders. Students will leave with a greater sense of how Executive Order 592 is implemented with insight through hands on approach to activities, job shadows and business skill development.

Responsibilities/Major Duties: Work in conjunction with the Deputy Director and Program Coordinator to assist in various Office of Diversity initiatives including but not limited to: data entry, program details and processes, administrative functions, and other tasks deemed appropriate. Selected applicant will be given much opportunity to shadow and observe the many roles of the ODEO staff.

Preferred Qualifications: Applicants must have excellent written and verbal communication skills, **MUST** be highly proficient in Microsoft Word, Excel and PowerPoint and be able to teach and utilize these programs. Applicants should have a general interest in Corrections from a business perspective and currently enrolled in a Public Administration, Criminal Justice or related program.

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Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship
Undergraduate**

Posting ID #: **063**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **DOC Headquarters,
Milford, MA**

Internship Track: **Victim Services
Unit**

Hours/Schedule: **Flexible**

Duration:
Semester

Position Description: The MA DOC Victim Services Unit provides support to the victims of and people affected by the offenders in DOC custody. The DOC Victim Services Unit provides resources, advocacy, notifications, referrals and support to these individuals in the community in accordance and in compliance with the MA Victim Rights Law.

Responsibilities/Major Duties: Assist Correction Program Officers/Advocates in the DOC Victim Services Unit with delivering their services in compliance with the MA Victim Rights Law. This may include drafting correspondence re. an offender's release, death, escape, transfer to lower security, or emergency escorted trip or communicating verbally with victims or other individuals affected by crime. Other projects may also be assigned, such as assisting DOC Victim Services' staff and the Director with external trainings to other victim advocacy organizations and to other state agencies as well as assisting with service statistic compilation.

Preferred Qualifications: Proficient in Microsoft Word, excellent communication skills, ability to maintain confidentiality, ability to work with in a busy environment.

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Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship
Undergraduate**

Posting ID #: **066**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **4**

Location: **MCI-Shirley, Shirley
MA**

Internship Track: **Offender Case
Management**

Hours/Schedule: **Days, Flexible**

Duration:
Full Semester

Position Description: Assigned to the Deputy Superintendent of Classification, Programs and Treatment and reporting staff. The position will provide cross training and exposure to areas regarding Offender Classification, Programs and Treatment, Criminal Offender Record Information (CORI) and institutional security procedures. Intern will gain an understanding and proficiency in professionalism within a correctional environment. Observing area specific meetings, observing classification processes to include pre-classification interviews, case plan reviews, and classification hearings, observing parole hearings, observing reentry processes to include completing Mass Health applications, parole releases, medical parole releases, and other duties as assigned.

Responsibilities/Major Duties: Intern will provide support to various departments within the institution. To include assistance with such tasks as the handling of information requests, Records Department functions and Offender Treatment and Classification operations. Maintain schedule adherence. Complete tasks assigned in a timely and professional manner.

Preferred Qualifications: Completed at least two years of college. Major in Criminal Justice or related field of study. Applicant should be organized, motivated, mature and able to handle confidential information. Computer skills required.

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Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship
Undergraduate**

Posting ID #: **75**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **Old Colony
Correctional Center**

Internship Track: **Treatment &
Programs**

Hours/Schedule: **Flexible Weekdays
8AM-4PM**

Duration:
Full Semester

Position Description: Intern will provide administrative / clerical support to various departments within the Institution to assist with such tasks as the handling of inmate correspondences, inmate requests, library services, volunteer services, recreational activities, program rosters, program evaluations, Records Department procedures and treatment. Assist in filling out and tacking applications for various programs and special activities. The position will provide cross training and exposure to operations regarding Inmate Treatment and Programs, Criminal Offender Record Information (CORI), Inmate Training and Education, Library Services, Religious Services, Recreation and Leisure activities, and Institutional security procedures.

Responsibilities/Major Duties: Assigned to the Director of Treatment and the volunteer services coordinator as well as other reporting staff. Maintain schedule adherence. Gain understanding and proficiency in professionalism within a medium security mental health correctional environment.

Preferred Qualifications: Completed at least two years of college. Individual needs to be organized, self- motivated, mature and able to handle confidential information. Has the ability to interact and promote a team atmosphere in order to problem solve. Writing, interpersonal communication and computer skills required.

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Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**
Undergraduate

Posting ID #: **078**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **MCI-Norfolk**

Internship Track: **Treatment**

Hours/Schedule: **7am-5pm Flexible**

Duration:
Full Semester

Position Description: Will work hand-in-hand with the Director of Treatment and secretary in day-to-day duties. Learn the reentry side of corrections (programs/reentry/religions/etc).

Responsibilities/Major Duties: Daily duties as assigned.

Preferred Qualifications: Proficient in Microsoft Office, good communication (written and oral), dependable, organization skills.

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Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**
Undergraduate

Posting ID #: **081**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **Milford,
Massachusetts (Travel to
various facilities)**

Internship Track: **Special Programs**

Hours/Schedule: **Flexible**

Duration:
Full Semester

Position Description: Working collaboratively with various facilities the Special Programs Division works to ensure program integrity for newly developed programs such as a young fathers unit, and reducing the use of restrictive housing agency wide through alternative programs such as the Secure Adjustment Unit or Accountability Program. This internship would provide a student the opportunity to gain an understanding of programming, discipline, accountability, operations, and policy development as they relate to these specialized areas. This position would work with facilities to improve processes, and assist in using data to demonstrate success or areas of improvement.

Responsibilities/Major Duties:

- Review official reports
- Review programs and attached policies to recommend improvements
- Tasked with at least one specific project related to position summary

Preferred Qualifications:

- Proficient with Microsoft word, excel, and PowerPoint (or similar applications)
- Experience with data in the social sciences
- Pursuing education in criminal justice, criminology, policy development, public administration, psychology, and/or sociology.

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Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship
Graduate Student**

Posting ID #: **82**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **Bridgewater State
Hospital, Bridgewater, MA**

Internship Track: **Library Intern**

Hours/Schedule: **Flexible**

Duration:
Full Semester

Position Description: The Bridgewater State Hospital is accepting applications for one (1) Library Intern on a part-time basis at their on-site library. The position works twenty hours a week on a moderately flexible schedule within the confines of 8-4:30pm on weekdays.

Responsibilities/Major Duties: The Library Intern will work directly under the Head Librarian within the Rehab Department. Daily tasks will fluctuate and may include working in the library, case print outs of legal work, cataloguing books and movies, assisting the Head Librarian, and other tasks not listed as determined by this fast paced environment.

Preferred Qualifications: Currently enrolled in an ALA accredited Masters of Library Science program, Can-do attitude, Flexibility

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Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: 083

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: Milford, MA

Internship Track: Data Analytics

Hours/Schedule: Flexible (Monday – Friday Business Hours)

Duration:
Spring Semester

Position Description: In this position the intern will be expected to aid in the creation of Tableau Dashboards, create and understand SQL queries. Interpret data for reporting purposes. Create visuals that are simple and easy to comprehend. Utilize multiple software options to query, interpret, and analyze data. The intern will be expected to research and develop standards for data visualization and reporting that align with best practices and are intuitive and compelling to the end user. This position is a great fit for someone who likes and understands data, but also has a knack for visual design and communication.

Responsibilities/Major Duties:

- Understand how to develop visually appealing and interactive dashboards that are both simple to navigate and easy to comprehend.
- Aggregate data from various sources to fulfill impromptu data requests.
- Understand computer science fundamentals, data structures, and algorithms.
- Possess the ability to audit data from various sources such as IMS.
- Utilize SQL to build queries and extract data.

Preferred Qualifications:

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